# COMBINED INDIVIDUAL CLOTHING REQUISTION AND ISSUE SLIP (WOMEN'S) (10120) NAVMC 604B Rev. 08-03 (EF) (Previous editions are obsolete and will not be used)

SN: 0109-LF-986-7300

NAME (Last, First, Middle Initial)						GRADE	ADE SSN DATE							
	REQUESTED THAT THE BELOW LENGTHER	LISTED ARTICLI	ES BE	FURNISH	IED FOR N	MY PER	SONAL U	SE.	CURF	R ACDU (Date	of last	entry for a	ctive duty)	
SIZE	ITEM  BAG, DUFFEL, w/carrying strap		QTY	UNIT PRICE	TOTAL PRICE	617	ITEM			QTY	UNIT PRICE	TOTAL PRICE		
	BELT, MARTIAL ARTS, color:													
	BELT, REFLECTIVE, SAFETY BELT, TROUSERS: web, khaki BUCKLE: #/belt, web, khaki CAP, COMBAT: woodland camouflage pattern CAP, GARRISON, WOMAN'S: all-season poly/wool, qabardine, green CAP, SERVICE, WOMAN'S: all-season poly/wool, qabardine, green COAT, COMBAT: woodland camouflage COAT, WOMAN'S: all-season poly/wool gabardine, green COAT, WOMAN'S: all-season poly/wool gabardine, green COAT, WOMAN'S: all-season poly/wool gabardine, green COAT, WOMAN'S: all-weather DECAL: Marine Corps emblem													
						$+\!\!-$	MARINE CORPS COMBAT UTILITY UNIFORM AND ACCESSORIES BOOTS, MARINE CORPS COMBAT: hot weather, olive mohave, pair BOOTS, MARINE CORPS COMBAT: temperate water, olive mohave, pair				_			
										olive mohave, pair	$\perp$			
								BAT UTILITY: field, desert MARP						
							CAP, COMBAT UTILITY: field, woodland MARPAT  CAP, COMBAT UTILITY: garrison, desert MARPAT  CAP, COMBAT UTILITY: garrison, woodland MARPAT							
	GLOVES: leather, black, pair						COAT, COMBAT UTILITY: desert MARPAT							
	INSIGINIA, BOS: dress cap, gold plated, screwpost						COAT, COMBAT UTILITY: woodland MARPAT							
	INSIGINIA, BOS: garrison cap, black, screwpost						NAME & SERVICE TAPE: embroidered desert MARPAT (set of 3)							
	INSIGNIA, BOS: service cap, black, screwpost						NAME & SERVICE TAPE: embroidered woodland MARPAT (set of 3)							
	INSIGNIA, BOS: service uniform collar, black, pair					_	TROUSERS, COMBAT UTILITY: desert MARPAT, pair				4			
	INSIGINIA, GRADE, EP: gold on scarlet, pair					+	TROUSERS, COMBAT UTILITY: woodland MARPAT, pair				1			
	INSIGNIA, GRADE, EP: green on khaki, pair INSIGNIA, GRADE, EP: green on scarlet, pair INSIGNIA, GRADE, EP: plastic, black, pair NAME & SERVICE TAPE: embroidered, green w/black letter (set of 3) NECK TAB, WOMAN'S: green SHIRT, WOMAN'S: poly/wool, khaki, long-sleeve SHIRT, WOMAN'S: poly/wool, khaki, short-sleeve SHOES, DRESS: oxford, black, pair SKIRT, WOMAN'S: all-season poly/wool gabardine, green SLACKS, WOMAN'S: all-season poly/wool gabardine, blue, pair SLACKS, WOMAN'S: all-season poly/wool gabardine, green, pair SOCKS: boot, pair SOCKS: dress, black, pair SOCKS: white, athletic (3 pair package) STRIPE, TROUSER (NCO): scarlet, pair STRIPE, SERVICE: green on scarlet, pair STRIPE, SERVICE: green on scarlet SWEAT PANTS: green w/insignia, pair SWEAT SHIRT: green w/insignia SWEATER: pull-over, olive green, with epaulettes					_					+			
				BLUE UNIFORM ISSUES										
						+	CAP, DRE	SS: white, vinyl			+			
							COAT, WOMAN'S: all-season poly/wool gabardine, blue							
				GLOVES: cloth, white, pair										
							INSIGNIA,	INSIGNIA, BOS: collar, gold plated, pair						
							NECK TAB	, WOMAN'S: black						
								SHIRT, WOMAN'S: white SKIRT, WOMAN'S: all-season poly/wool gabardine, blue						
							SKIRT, WO							
								SLACKS, WOMAN'S: all-season poly/wool gabardine, blue, pair						
							STRIPE, T	ROUSER (NCO): scarlet, pair						
							_							
								MATERNITY UNIFORM ISSUE			4		<b></b>	
								man's maternity work uniform, woo						
						-		ERVICE TAPE: embroidered wood DMAN'S: maternity, khaki, long-sle		PAT (set of 3)				
	TROUSERS, COMBAT: woodland camouflage pattern, pair							DMAN'S: maternity, khaki, short-sl						
	TRUNKS, GENERAL PURPOSE: nylon, olive green, pair						SKIRT, WOMAN'S: maternity, green							
	UNDERSHIRT: cotton, green						SLACK'S, WOMAN'S: woodland MARPAT							
	UNDERSHIRT: cotton, white, v-neck							NOMAN'S: maternity, green						
						-	TUNIC, W	OMAN'S: maternity, green			+			
						-							•	
APPROVED: The individual named hereon is authorized to draw						TOTAL ISSUE DATE								
	the clothing requested under the type issue indicated:  INITIAL ISSUE FAN:					I AC	KNOWLI	EDGE receipt of article as fitting properly, or a	es of c	lothing indica	ated at	oove and	accept rescribed	
	SUPPLEMENTARY ISSUE FAN:							SIGNATURE:						
	REPLACEMENT ISSUE FAN:					I hereby CONSENT to checkage of my pay account in the amount indicated under total issue.								
	CHECKAGE SALE FAN:					SIGNATURE:								
REFERENCE						I CERTIFY that I have witnessed the issue of the clothing enumerated above and that issues have been made in the manner indicated. Outer articles of clothing issued are the proper size, or appropriate alterations have been prescribed.								
	(Insert office stamp of issuing office)						Witnessing Signature (when required)							
O&MMC FUNDED ISSUE UNIT														
	APPROPRIATION DATA													
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	(COMMANDING OFFIC	EK S SIGNATU	<b>₹</b> ⊑)					(COMMANDING		-IV O EKIINTED	INAIVIE	- a rainn)		

### INSTRUCTIONS

1. This form will be used for clothing issues under the monetary or in-kind allowance systems. It may also be used for issues made on a cash or checkage basis. Each form must be approved by the individual's commanding officer (CO) or other officer authorized in writing to sign by by-direction.

#### 2. INITIAL OR SUPPLEMENTARY ISSUES

Upon completion, in accordance with MCBul 10120 (Individual Clothing Allowances), a NAVMC 604/604B used as an individual clothing request for initial or supplementary issue will be submitted to the individual's immediate CO for approval. The form will then be forwarded to the clothing officer or the appropriate Retail Clothing Outlet (RCO)/Military Clothing Sales Store (MCSS). If used as an issue slip at an RCO/MCSS, the form will be used as follows:

RCO - Original form will be annotated with the Functional Account Number (FAN) and filed in support of the RCO's copy of the expenditure transaction. A copy of the NAVMC 604/604B will be forwarded to the individual's CO for appropriate entry into the individual's clothing record (Form NAVMC 631/631A).

MCSS - Original form will be annotated with the FAN, attached to the Standard Form (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal), and if applicable, forwarded to the Defense Finance and Accounting Service (DFAS) for reimbursement. A copy will be retained by the MCSS and another copy provided for the individual's CO to make appropriate entry on the NAVMC 631/631A.

#### 3. REPLACEMENT ISSUES

Upon completion, a NAVMC 604/604B used as an individual clothing request for an in-kind replacement issue will be forwarded to the individual's CO for approval. If approved by the individual's CO, the form will be forwarded to the clothing officer or the appropriate RCO/MCSS. Following issue, the original will be annotated with the FAN and filed in support of the expenditure transaction, if applicable. A copy will be provided for the individual's CO for appropriate entry on the NAVMC 631/631A.

#### 4. CHECKAGE SALES

A NAVMC 604/604B used as an individual checkage request must include monetary values of the items to be sold. The individual's CO shall write the word "Certified" in the block to the right of the annotated "CHECKAGE SALE" block. At the time of sale, the individual drawing the clothing will be required to sign the original, consenting to the checkage. If used as checkage request at an RCO/MCSS, the form will be used as follows:

RCO - After issue is completed, the RCO will maintain a copy of the checkage request and prepare a form NAVMC 604A (Transmittal of Clothing Issue Slips) in quadruplicate. The original and two copies of the NAVMC 604A will be forwarded to the individual's CO or Disbursing Officer (depending on local SOP) with the original NAVMC 604/604B checkage request. The Unit Diary Section/Disbursing Officer will enter the Transcript of Data Extraction (TODE) and date on a copy of the NAVMC 604A, authenticate the certificate portion of the form, and return this copy to the RCO to be filed with the RCO's copy of the checkage request.

MCSS - After issue is completed, the MCSS will forward the original checkage request, attached to a SF 1034, to the local Disbursing Officer. The Disbursing Officer will enter the TODE and authenticate the certificate portion and forward to DFAS for reimbursement. The MCSS will retain a copy of the NAVMC 604/604B checkage request and SF 1034.

## 5. ISSUES ON A CASH SALE BASIS (MARINE CORPS RESERVE)

A NAVMC 604/604B used as an individual cash sale request must be annotated with the words "Cash Sale" in the top right corner of the form. Values of clothing being sold must be entered and totaled on the form by the unit responsible officer. The original will be filed in support of the retained copy of form NAVCOMPT 2277 (Voucher for Disbursement and/or Collection). A copy will be provided to the individual.

## 6. O&MMC FUNDED ISSUES

A NAVMC 604/604B used for Operation and Maintenance Marine Corps (O&MMC) funded issues will be annotated with the complete unit appropriation data (required for completion of form NAVCOMPT 2277) and filed in support of the supply/property control officer's retained copy of the expenditure transaction. O&MMC funded issues cannot be included on the same NAVMC 604/604B as an initial issue, replacement issue, supplementary issue, or cash/checkage sale.